



REPLY TO
ATTENTION OF:

EANC-GC-FMS

DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

09 AUG 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #31 - 19th TSC Government Travel Charge Card Program (GTCCP) Policy

1. REFERENCES:

- a. Memorandum, DA, VCSA, 20 Oct 00, subject: Army Individual Travel Card Delinquency.
- b. DoD 7000.14-R, Financial Management Regulation, Volume 9, August 2003.
- c. Memorandum, EANC-GC-FMS, Government Travel Card (GTC) Sanctions, dated 3 August 2004.
- d. Memorandum, DA, 21 Feb 03, subject: Policies, Procedures and Responsibilities for the Army Travel Charge Card Program.

2. PURPOSE: To provide guidance and procedures for cardholders on the proper way to apply, transfer, and use the Government Travel Charge Card (GTCC).

3. APPLICABILITY: This policy applies to all military and DoD civilian employees utilizing the GTCC within the 19th Theater Support Command (TSC).

4. POLICY:

a. The GTCC is a government-sponsored card issued to permanently employed U.S. government personnel for paying the expense of official travel only. Emphasis to reduce delinquency rates has been mandated by Department of the Army (DA) as stated in reference 1a. In accordance with reference 1b, all travel orders should state in block number 16 whether the person is a cardholder or not. Non-cardholders will be authorized an advance and the travel orders should indicate that the traveler is authorized an advance from the servicing finance disbursement officer.

b. Commanders and supervisors at all levels shall determine which employees within their organization should apply for the GTCC. Individuals traveling two or less times per year for short time periods are considered infrequent travelers and do not warrant a GTCC. Other factors known to commanders and supervisors, which may indicate problems with an issued GTCC, should be considered when determining who should apply. The GTCC cannot be used to purchase airline tickets. Airline tickets must be purchased through the Central Travel Office. Travel advances are obtained through ATM machines. Currently, there is a standard monthly limit of \$500. Restricted cards' monthly limit is \$250.

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5. To apply for the GTCC, personnel should complete the Individually Billed Card Account Setup/Application Form (Encl 1). All personnel will in and out process with the Agency Program Coordinator (APC) to transfer their account. Cardholders in-processing should complete the Cardholder Account Change Form (Part 1) (Encl 2). Cardholders out-processing will provide a copy of their orders to the losing APC.

6. Use of the travel card for Permanent Change of Station (PCS) expenses is prohibited. The travel card will be deactivated upon departure. Travel advances for all customers on the peninsula serviced by the 175th FINCOM (or one of their subordinate finance detachments) can receive travel advances upon request, regardless of whether or not the traveler has a Government Travel Card. It is imperative that departing personnel report to the APC at their new duty station immediately upon arrival and have their accounts transferred to their new organization hierarchy. Major subordinate commanders shall ensure that their commanders and supervisors perform periodic checks of their card holding personnel to ensure they are properly assigned to 19th TSC hierarchy.

7. Cardholders are responsible for paying their account in full within 30 days of the billing statement closing date. Delinquencies of 60 days or more and questionable usage of the GTCC will be reported to the cardholder's commander (CofS for HQ personnel). Detailed reports will be queried monthly to monitor and notify commanders of delinquent cardholders. The 19th TSC Resource Management will monitor 19th TSC wide statistics, provide consolidated feedback to commanders, and assistance to the field as required. In accordance with reference 1d, commanders and supervisors must refer cases of misuse or delinquency to their organization's security office, which will refer the matter to the Central Clearance Facility for a determination on whether removal of the security clearance is warranted.

8. Split disbursement is mandatory for all civilians and military who use the GTCC during their TDY. Commanders and supervisors will ensure that split disbursement is checked on DD Form 1351-2 before approval and that the appropriate amount to be paid to Bank of America is annotated.

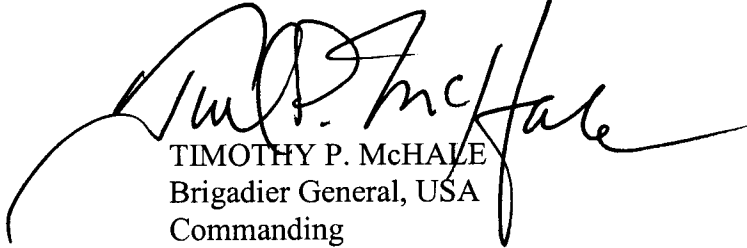
9. Commanders and supervisors will emphasize the GTCC program by implementing "train-the-trainer" sessions annually. The 19th TSC, Resource Management Office can provide GTCC program presentation charts for use in unit training programs.

10. SUPERSESSION: This policy memo supersedes 19th TSC Command Policy Letter #31, dated 8 March 2003.

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11. The point of contact is Resource Management at 768-7701.



TIMOTHY P. McHALE
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Commanding

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